

BROOKHAVEN NATIONAL LABORATORY

SBMS Interim Procedure

Interim Procedure Number: 2001-003

Revision: 1

Title: Inter-Laboratory Indirect Support Costs

Point of Contact: Kevin Fox

Management System: Financial Management System

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Applicability: All BNL management, staff, guests, and visitors

Procedure:

For mutually beneficial administrative/indirect support provided to other DOE Laboratories by Brookhaven National Laboratory (BNL), the only costs to the receiving Laboratory will be for direct travel/*per diem*; there will be no salary costs or overhead burdens provided that the support duration does not exceed four weeks annually per individual. The above indirect support cost policy cannot be applied to direct-funded programs due to the Cost Accounting Standards prohibition on the use of indirect funds to support programmatic efforts.

For those instances where a BNL employee is requested to assist another Laboratory, the request approved by the cognizant BNL supervisor, and the exchange of support staff is of mutual benefit to each Laboratory, the following mutual support guidelines are hereby established.

1. Administrative Support-related Services

For durations of less than one month per fiscal year per supporting employee, salary and other Laboratory-related costs of the supporting employee will not be charged to the requesting Laboratory.

For support arrangements that exceed the one-month limit, fully burdened salary must be paid by the requesting Laboratory. The one-month limit is established on the premise that, for periods above four weeks, BNL must be able to fund temporary resources to compensate for the loss of productivity. For short, weekly type durations that cause the annual cumulative effort to exceed four weeks, the assignment portion above four weeks shall have salary and burden charged to the requesting Laboratory. The portions already performed

before exceeding the four-week ceiling shall remain at no charge for salary and burden. In instances of a continuous support assignment of more than one month, salary and burden shall be charged to the requesting Laboratory.

In all cases, the requesting Laboratory is required to pay for the necessary travel arrangements, *per diem* and related costs, and typically should make the travel arrangements. The travel must be charged against the requesting Laboratory's travel ceiling.

The travel cost reimbursement policy of the requesting Laboratory must be provided to the supporting BNL organization before travel so that BNL employees are aware of how and what costs are reimbursed as well as what receipts are required.

2. Program-related Support

The above indirect support cost policy cannot be applied to direct-funded programs due to the Cost Accounting Standards prohibition on the use of indirect funds to support programmatic efforts. Therefore, for program-related support, the Laboratory requesting the support will be charged for the employee's salary and other Laboratory-related costs, including burdens, and the employee's travel expenses. The travel arrangements will generally be made by the requesting Laboratory and chargeable against that Laboratory's travel ceiling.